

MONTANA STATE PLAN & POLICY MANUAL
CHAPTER THREE

Policy Number 3.7
WIC Employees as WIC Participants
Revised/Effective Date: October 1, 2012

Title: WIC Employees as WIC Participants

Purpose

Guidance for certifying applicants who are local agency employees.

Authority

State Policy

Policy

A local agency employee may also be a WIC participant.

I. Restrictions

- A. A Local Agency employee eligible for WIC benefits shall not be the authorized CPA or issuer for her/his own, her/his children's or immediate family member's WIC benefits.

NOTE: In the above situation, the supervisor must first obtain authorization from DPHHS/WIC to determine eligibility and/or issue WIC benefits.

- B. A WIC staff person other than the employee/participant must determine eligibility and/or issue the WIC benefits for employees with immediate family members participating in WIC. If another employee is unavailable, the state office must be notified and will assist in determining eligibility and/or issuing benefits.

II. Documentation

- A. Benefits issued to an immediate family member, including grandchildren, of local agency staff shall be documented in the participant's file and this documentation made available during annual monitoring visits by State WIC Office staff.
- B. Local agency employees may not act as authorized representatives, alternate representatives or proxies for family members or other participants.